

2005 STATEWIDE ANNUAL OPERATING PLAN

**STATE OF MONTANA
DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION (MDNRC)**

AND

**UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE (FS)
NORTHERN REGION**

AND

**UNITED STATES DEPARTMENT OF INTERIOR
BUREAU OF LAND MANAGEMENT (BLM)—MONTANA AND DAKOTAS
NATIONAL PARK SERVICE (NPS)—INTERMOUNTAIN REGION
BUREAU OF INDIAN AFFAIRS (BIA) – PACIFIC NORTHWEST AND ROCKY
MOUNTAIN REGIONS**

AND

FISH AND WILDLIFE SERVICE (FWS)—MOUNTAIN-PRAIRIE REGION

This document serves as the Statewide Annual Operating Plan as provided for in the Cooperative Fire Protection Agreement between the State of Montana, Department of Natural Resources and Conservation; the United States, Department of Agriculture, Forest Service, Northern Region; and the United States, Department of Interior, Bureau of Land Management – Montana and Dakotas, National Park Service - Intermountain Region, Bureau of Indian Affairs – Pacific Northwest and Rocky Mountain Regions, and Fish and Wildlife Service - Mountain-Prairie Region, dated March 2005.

Per Provision 47 of the Agreement, annual operating plans will be developed at the local and statewide levels and become part of the “Cooperative Fire Protection Agreement” (CFPA). This operating plan is the working document for the purpose of implementing the Cooperative Fire Protection Agreement. This Plan incorporates the approved Northern Rockies Mobilization Guide (Provision 9 - CFPA). Agencies will coordinate wildland fire activities and resource movements as agreed to and documented in the respective Mobilization Guides. This plan establishes a formal fire protection exchange between the Montana Department of Natural Resources and Conservation and the Fish and Wildlife Service; and the Bureau of Land Management, Forest Service, and Montana Department of Natural Resources and Conservation. This plan adds new operational procedures and requirements necessary for federal agencies to implement the Federal Wildland Fire Policy. This plan does not replace current local fire protection exchange agreements or operating plans.

This Plan documents agreement to details regarding:

A. Working relationships,

- B. Description and details within Protection Areas,
- C. Operating procedures,
- D. Non-suppression activities
- E. Billing Procedures

A. WORKING RELATIONSHIPS

The following is a list of the Agency Units that are participating in this agreement:

State of Montana

Department of Natural Resources and Conservation

Central Area	Northwestern Area
Eastern Area	Southern Area
Northeastern Area	Southwestern Area

United States Department of Agriculture

Forest Service – Northern Region

Beaverhead/Deerlodge NF	Flathead NF	Kootenai NF
Bitterroot NF	Gallatin NF	Lewis and Clark NF
Custer NF	Helena NF	Lolo NF

United States Department of Interior

Bureau of Land Management--Montana

Western Zone (Butte Field Office)	Eastern Zone (Miles City Field Office)
Central Zone (Lewistown Field Office)	

National Park Service--Intermountain Region

Big Hole NB	Bighorn Canyon NRA
Glacier National Park	Grant-Kohrs Ranch NHS
Little Bighorn Battlefield NM	Nez Perce National Historical Park
Yellowstone National Park	

Bureau of Indian Affairs

Pacific Northwest Region
Flathead Reservation

Rocky Mountain Region

Blackfeet Reservation	Crow Reservation
Ft. Peck Reservation	Rocky Boys Reservation
Northern Cheyenne Reservation	Ft. Belknap Reservation

Fish and Wildlife Service—Mountain-Prairie Region

Benton Lake NWR and WMD	Bowdoin NWR and WMD
Lee Metcalf NWR	Charles M. Russell NWR and WMD
Medicine Lake NWR and WMD	National Bison Range
Northwest Montana WMD	Red Rock Lakes NWR
Lost Trail NWR	

B. PROTECTION AREAS (Provision 29 CFPA)

The Protection Areas for each of the above units are depicted in Appendix I. All parties agree that the protection exchanges described herein are balanced for calendar year 2005.

Maps and databases that depict wildland protection unit boundaries, lands that have been exchanged for protection purposes and areas that have existing structural fire suppression protection are compiled and maintained by the State. Reciprocal initial attack zones and Special Management Areas will be documented in the zone or local annual operating plans. Initial attack, mutual aid, or assistance for hire among Federal, State and local government entities should be described in local operating plans or in local agreements between federal agencies and local entities which are approved by the State.

Some of the BLM land located in Western Montana and exchanged for protection with the Forest Service is actually protected by the State to balance protection exchanges between those two agencies. This plan acknowledges and approves these secondary exchanges and provides BLM stipulations (as needed) for such trades. These secondary exchanges are documented in block exchanges between the Forest Service and State and maintained in local offices of these agencies.

Acreage previously protected by BLM for the State within the boundary of the C.M. Russell National Wildlife Refuge has been changed to Fish and Wildlife Service protection in exchange for the State providing wildland fire protection on refuges in Western Montana. This includes: Swan River National Wildlife Refuge, Flathead Waterfowl Production Area, Blasdel Waterfowl Production Area, Batavia Waterfowl Production Area, Smith Lake Waterfowl Production Area, Lost Trail National Wildlife Refuge, Lee Metcalf National Wildlife Refuge, McGregor Meadows Waterfowl Production Area, Powell County Waterfowl Production Area, Kleinschmidt Waterfowl Production Area, and Blackfoot Waterfowl Production Area.

The fee basis (affidavit) lands protected by the BLM for the State will continue under BLM protection as an offset for BLM lands to be protected by the State in the Phillipsburg area. There will be no exchange of funds.

Local Government Fire Forces (Provision 4 CFPA)

The protecting agency has the primary responsibility to negotiate with local government fire forces and to develop agreements that clearly establish responsibilities for protection of wildlands and structures within their protection boundaries. Agreements will follow the NRCG Mobilization Guides and Interagency Incident Business Management Handbook. The State will work with local government fire forces to map local departments jurisdictional areas.

Local government fire forces that are not covered under a state or county cooperative agreement, cannot be a signator to a local operating plan as provided for in this agreement. Individual agreements with these entities can be made between any federal agency and a local government fire force.

Dispatching Local Government Fire Forces should follow all the protocols stated in the NRCG MT Statewide Annual Operating Plan – 2005

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Mobilization of Local Firefighting Forces, see Appendix II.

C. OPERATING PROCEDURES

1. Operating Plans (Provision 47(a) CFPA)

Zone and local operating plans are considered supplements to the CFPA. Copies should be sent to Cathy Scofield, USDA Forest Service, who serves as the lead principal contact for the CFPA. See Exhibit B CFPA for the contact information.

2. Dispatch and Coordination Centers (Provision 9 CFPA)

Agencies will cooperate to use interagency dispatch centers wherever feasible. Each center will develop an operating and financial plan. This should include an equitable distribution of all operating costs including overtime for regular dispatch center employees. Current interagency dispatch and coordination centers are:

Billings Dispatch (BLM/FS/BIA)	Bozeman Dispatch (FS/NPS/State)
Dillon Dispatch (FS/State/BLM/FWS)	Flathead Dispatch (FS/State/NPS)
Great Falls Dispatch (FS/BIA/State/FWS)	Helena Dispatch (FS/State/BLM)
Kootenai Dispatch (FS/State)	Lewistown Dispatch (BLM/FWS/FS/State)
Miles City Dispatch (BLM/State/FS)	Plains Dispatch (FS/State)
Missoula Dispatch (State/FS/BLM/FWS)	
Northern Rockies Coordination Center (FS/State/NPS/BLM/BIA/FWS)	

All overtime will be covered by the employing agency. These are not reimbursable costs, unless assigned to a specific incident on a resource order. State employment regulations do not allow exempt state employees to be paid overtime for prescribed fire.

3. Severity (Provision 7 CFPA)

Upon agreement by both the jurisdictional and protecting agency, severity resources from the jurisdictional agency can augment the protecting agency resources.

4. Agency Representatives and Environmental Technical Specialist (Provision 33 CFPA)

Agency representatives must be fully delegated to make decision on behalf of the jurisdictional agency administrator.

An agency representative may also be dispatched by a supporting agency to an incident managed by another fire protection agency. These costs will be paid by the sending agency, unless directly ordered by the incident.

5. Wildland Fire Situation Analysis (WFSA) and Delegation of Authority (Provision 35 CFPA)

A WFSA will be completed immediately for any fire that is declared an escaped fire. Since this is a decision making process, Protecting Agencies will involve the appropriate Line Manager

from the Jurisdictional Agency in the preparation of a WFSA and both will sign. The Jurisdictional Agency provides resource-based input to the incoming team through the Jurisdictional Agency's line officer signature, development of the wildland fire situation analysis (WFSA), and presence of a Jurisdictional Agency resource advisor on the incident. The WFSA serves as the decision document representing the jurisdictional agency's direction for the specific incident. Daily line officer validations of the WFSA will occur.

Agency jurisdiction authority and fire suppression responsibility will be handled in the following way: the protecting agency has delegated authority for fire suppression responsibility as per the CFPA; the Jurisdictional Agency maintains all other Jurisdictional authority. In the case of incoming Incident Management Team (Type I, II, III), no further fire suppression delegation of authority would be required from the Jurisdictional Agency.

For state and private lands within County protection, the County will be the jurisdictional agency. For state and private lands not protected by the County, the State will be the jurisdictional agency. It is the responsibility of the State or County, if possible, to incorporate the non-federal landowners concerns into the WFSA process.

6. Cost Share Agreements (Provision 47 (C) CFPA)

Cost Share Agreements for certain suppression reimbursables e.g. a supporting agency providing resources to a protecting agency are allowed from a state/federal perspective. Personnel with expertise in fiscal or agreement management shall be used to assist in the negotiation of any cost share agreement.

D. NON-SUPPRESSION ACTIVITIES

The jurisdictional agency may utilize its own personnel and equipment to conduct fuels management, prescribed burns or other related preparedness types of tasks e.g. prevention patrols. All activities will be coordinated with the protecting agency.

1. Tribal Resources (Provision 7 CFPA)

Tribal Resources may be available for use under this agreement through the use of existing Bureau of Indian Affairs/tribal cooperative arrangements. In such instances, the cooperative arrangement will be incorporated into the zone and/or local operating plans or project and financial plan by reference.

2. Prescribed Fire (Provision 8 CFPA)

Prescribed fire operations will be addressed in the local operating plans, or project and financial plans, or if requested on a detail documented on a resource order.

For Federal Agencies, billing for prescribed fire assistance will follow the guidance set in the Interagency Agreement for Fire Management as signed by the Federal Agency Administrators on 10/02.

E. APPENDICES

Appendix I -- Exchange of Protection Areas

Appendix II – NRCG Mobilization of Local Firefighting Forces

Appendix III - Billing Content

Appendix IV – Billing Contacts

E. SIGNATURES

/s/ Ted Mead

TED MEAD, Chief, Fire and Aviation Management Bureau
State of Montana, Department of Natural Resources and
Conservation

06/01/05

Date

/s/ Phillip Gill

PHILLIP GILL, State Fire Management Officer
USDI, Bureau of Land Management,
Montana and Dakotas

06/01/05

Date

/s/ Len Dems

LEN DEMS, Regional Fire Management Officer
USDI, National Park Service, Intermountain Region

06/01/05

Date

/s/ Cory Winnie

CORY WINNIE, Protection Forester
USDI, Bureau of Indian Affairs, Pacific Northwest Region

07/29/05

Date

/s/ Thomas A. Corbin

THOMAS CORBIN, Regional Fire Management Officer
USDI, Bureau of Indian Affairs, Rocky Mountain Region

06/01/05

Date

/s/ James L. Kelton

JAMES KELTON, Regional Fire Management Coordinator
USDI, Fish and Wildlife Service, Mountain-Prairie Region

06/01/05

Date

/s/ George A. Weldon for

ERIC JOHNSTON, Acting Director, Fire, Aviation and Air
USDA, Forest Service, Northern Region

06/01/05

Date

APPENDIX I

EXCHANGE OF PROTECTION AREAS

Due to the large volume of data, the most current information and complete listing of protected lands by protecting agency are on file at Montana Department of Natural Resources and Conservation. The information will be updated as changes occur, e.g. land exchanges, protection exchanges. Electronic data for other agencies is not filed at Montana DNRC. Only the original hardcopy maps of the protection exchanges are filed in the “Red Book” at DNRC.

APPENDIX II

NRCG MOBILIZATION OF LOCAL GOVERNMENT FIREFIGHTING FORCES

Guidelines in this document apply when Local Government Fire Forces apparatus, equipment, and personnel are hired by NRCG agencies within Montana. Initial guidelines were established May 1, 1991.

The May 2005 document in its entirety can be found at:

<http://dnrc.state.mt.us/forestry/fire/business/agreements.asp>

APPENDIX III

BILLING CONTENT

This Appendix serves as further explanation for the Reimbursable Billing and Payment, Exhibit D in the Cooperative Fire Protection Agreement between the State of Montana, Department of Natural Resources and Conservation; the United States, Department of Agriculture, Forest Service, Northern Region; and the United States, Department of Interior, Bureau of Land Management – Montana and Dakotas, National Park Service - Intermountain Region, Bureau of Indian Affairs – Pacific Northwest and Rocky Mountain Regions, and Fish and Wildlife Service - Mountain-Prairie Region.

Exhibit D – Reimbursable Billings and Payments

4. Procedures for Fire Suppression Billings:
 - a. Billing Content:

The following is a detailed description of supporting documentation that shall be considered adequate to support Bills for fire suppression assistance charges:

Official Data Source from USDA Forest Service Actual Expenses – Summary Sheet
Official Data Source from USDA Forest Service Actual Expenses sorted by Salary, Travel, Vehicles, Contracts, Supplies and Other or sorted by BOC/RSC

Salary for Agency Personnel Information shall provide Employee Name, Home Unit, Pay Period, Base Pay and Work Hours, Overtime Pay and Work Hours and Total Expenditure.

Salary for Casual Hires Information shall provide Employee Name, Region Unit, Accounting code, CT#, Payroll Number, Work Dates hours and Gross Dollars paid.

Travel Information shall provide Name or Vendor Name, Travel Dates, PV#, Home Unit and Total Expenditure.

Contracts (National, Regional and EERA) Information shall provide copies of Payment Center Spreadsheets developed during processing of vendor payments. As a minimum they shall show Vendor ID, Resource Order number, Invoice to/from Dates, Incident accounting code (P code), PV # and Invoice Amount.

Supplies shall have la PCMS Transaction summary, which includes Region, Unit, Cardholder, Merchant Name, Transaction Amount, and Item Description which includes the Resource S number and Account Code (P-Code).

The above is considered adequate documentation for the initial Billing. If questions arise from these documents, further documentation shall be provided as available by the agencies. An example of additional documentation:

- Salary - Agency T/A reports and copy of OF-288 with Resource Number.
- Emergency Equipment – Use Invoice with final Payment Center Corrections
- National Contracts – Use Invoice with final Payment Center Corrections.

APPENDIX IV

BILLING CONTACTS

Appropriate bills will be sent to the following agency addresses:

BLM

Bureau of Land Management
1299 Rimtop Drive
Billings, MT 59105-1977

MDNRC

Montana Department of Natural Resources Conservation
Fire and Aviation Management Bureau
2705 Spurgin Road
Missoula, MT 59804

National Park Service

Intermountain Region
12795 W. Alameda Park
Denver, CO 80225

Bureau of Indian Affairs

Pacific Northwest Region
911 NE 11th Ave
Portland, OR 97232

Rocky Mountain Region
316 North 26th Street
Billings, MT 59101

Fish and Wildlife Service

US Fish and Wildlife Service
Regional Fire Management Coordinator
134 Union Blvd.
Lakewood, CO 80228

USDA Forest Service – Region 1

200 East Broadway
Missoula, MT 59807